

## ***JOB DESCRIPTION***

**Position:** Program Assistant

This is a challenging position that has a very fluid structure. Your main job is to do whatever is needed to free the program director up to deal with issues that come up in the daily working of the camp schedule. We will work with your strengths as well as training you in new areas that you want to learn and grow in.

**Qualifications:**

1. Has had a salvation experience resulting in a sincere love for the Lord and a desire to see campers come to know and grow in Jesus.
2. Be in agreement with the philosophy, doctrine, and policies of Big Sky Bible Camp.
3. Evidence of a consistent daily walk with the Lord emphasized by prayer and Bible reading.
4. Shows willingness to learn new skills that will benefit the camper and his/her experience during his/her week at camp.
5. Be willing to forego personal rights for the common good of the camp and the campers.
6. Be flexible to work with other staff and campers.
7. Be self-motivated and willing to work hard.

**Responsible To:** Program Director, Camp Director

**General Responsibility:**

To assist the Program Director in any way to help the program run smoothly and ensure the safety of all the campers.

**Specific Responsibilities:**

1. To complete dorm checks each morning.
2. Assist in electives as needed.
3. Become Ropes course certified to assist these elective throughout the summer.
4. Become lifeguard certified to assist in lifeguarding throughout the summer.
5. Be available to lead occasional chapels during the weeks of camp.
6. Lead some of the evening field games.
7. Build into the lives of the staff, both counselors and assistant counselors as well.
8. Assist with the preparation and implementation of follow up.
9. Help encourage the counselors to fill out camper evaluations out in a timely manner.
10. Meet with the director regularly to evaluate the weekly schedule and make what changes are needed.
11. Pray for and encourage the counselors.
12. Assist in the leading of worship and setting chapel up for band or speaker (sound system, projector, etc.)
13. Do what the Program Director asks you to do!
14. Oversee schedules for weeks of camp for which you are directing.

15. Assist with the leading of staff meetings.
16. Assist with camper discipline and potential camper problems (homesickness).
17. As much as possible, get to know the campers and be a part of their lives.